

## **Now Hiring: Legal Assistant – Sargent County State’s Attorney’s Office**

**Location:** Forman

**Employment Type:** Part-Time

**Salary:** \$2,059.18 monthly

**Application Deadline:** July 15, 2025

### **About the Role:**

The Sargent County State’s Attorney’s Office is seeking a detail-oriented and highly organized **Legal Assistant** to join our dedicated team. This role supports the State’s Attorney in preparing for court proceedings, managing case files, and ensuring the smooth operation of the legal process from investigation to prosecution. As well as, assisting the State’s Attorney with other Sargent County government duties.

### **Key Responsibilities:**

- Draft, proofread, and file legal documents, including subpoenas, motions, deeds, contracts, and correspondence
- Maintain and organize digital and physical case files
- Schedule court appearances, depositions, and meetings with witnesses
- Coordinate with law enforcement, court personnel, and the public
- Conduct basic legal research under attorney supervision
- Prepare exhibits and trial binders
- Ensure confidentiality and compliance with all legal procedures and deadlines

### **Qualifications:**

- High school diploma or equivalent required; associate’s or bachelor’s degree in legal studies or related field preferred
- Prior experience in a legal or government setting is a plus
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office
- Ability to handle sensitive information with discretion

### **Why Join Us?**

- Serve your community and contribute to justice
- Work in a fast-paced, collaborative environment

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### **Apply Now:**

Submit your resume, cover letter, and references to State’s Attorney Jayne Pfau at [jmpfau@nd.gov](mailto:jmpfau@nd.gov).

For questions, contact Jayne Pfau via email or 701-724-3888 Ext. 5.